

**NEW ULM DIOCESAN
COUNCIL OF CATHOLIC WOMEN BY-LAWS**

ARTICLE I

NAME

- SECTION 1 This Organization shall be known as the New Ulm Diocesan Council of Catholic Women.
- SECTION 2 The name of this Organization shall not be used for any purpose other than the designated objectives of the Organization as stated in Article II.

ARTICLE II

OBJECTIVES

- SECTION 1 The New Ulm Diocesan Council of Catholic Women (NUDCCW) is an organization to unite Catholic women of the New Ulm Diocese and to be a medium through which they may speak and act on matters of common interest within the Church and society.
- SECTION 2 This Organization acts through its affiliated membership to support, empower and educate all Catholic women in spirituality, leadership and service. NUDCCW programs respond with Gospel values to the needs of the Church and society in the modern world,
- SECTION 3 This Organization acts as a liaison between the National Council of Catholic Women (NCCW) and the affiliates of this Organization, promoting membership in the National Council of Catholic Women and promoting the programs and objectives of the NCCW.

ARTICLE III

POLICY

- SECTION 1 This Organization is non-commercial and non-partisan. No commercial enterprise or any candidate for political office may be endorsed. The name of NUDCCW shall not be used in any connections with a commercial concern or with any political interest.
- SECTION 2 In financial matters, this Organization shall be in harmony with the Canon Law of the Church, in policies of NCCW and State and Federal Laws.
- SECTION 3 In the event of the dissolution of this Organization, any assets remaining after payment of all liabilities, shall be turned over to the NCCW or to a similar organization, who at the time, qualifies under Section 501(c)(3) of the Internal Revenue Code of 1954 or as amended by any future law.

ARTICLE IV

MEMBERSHIP

- SECTION 1 All Catholic women's organizations or Councils of Women and groups of women from organizations of mixed gender, who subscribe to the objectives of this Organization and are recognized by ecclesiastical authority within the Diocese of New Ulm, shall be eligible for membership.
- SECTION 2 Individuals who subscribe to the objectives of the Organization shall be eligible for membership.
- SECTION 3 Memberships run from January 1 to December 31 inclusive.
- SECTION 4 This Organization shall not, in any way, interfere with the autonomy of the affiliated organizations

ARTICLE V

DUES

- SECTION 1 Annual dues notices for membership in the National Council of Catholic Women are mailed from the National Office and due by December 31. These dues maybe changed by action of membership at the annual National Convention.
- SECTION 2 Annual diocesan dues for each parish/deanery will be determined periodically by the Board of Directors and assessed to each parish/deanery affiliation
- SECTION 3 All dues shall be due and payable to the New Ulm Diocesan Treasurer on January 1, delinquent after March 1.

ARTICLE VI

SPIRITUAL ADVISORS

- SECTION 1 The Ordinary of the Diocese shall be the sponsor of NUDCCW. At his discretion, he may name a priest to assume the duties of the Spiritual Advisor, with the appropriate consultation of NUDCCW.
- SECTION 2 The Spiritual Advisor of each Deanery Council shall be appointed by the Diocesan Spiritual Advisor, with the appropriate consultation of NUDCCW.
- SECTION 3 The commission and special committee Spiritual Advisors shall be appointed by the Diocesan Spiritual Advisor, with the appropriate consultation of NUDCCW.

ARTICLE VII

ANNUAL MEETING

- SECTION 1 The NUDCCW shall meet annually in Convention in the spring, unless otherwise designated by the Board of Directors. The call to Convention must be sent not less than thirty (30) days prior to the Convention.
- SECTION 2 The members attending from each local unit affiliated with the NUDCCW (whose yearly dues are paid) shall have voting rights at the annual business meeting of the Organization
- SECTION 3 The annual meeting of the NUDCCW is open to all members but the privilege of making motions, debating and voting shall be limited to members of the local affiliated units in good standing (whose yearly dues are paid). A voting member shall have only one vote.
- SECTION 4 Fifty (50) voting delegates present at any Convention represents a quorum.

ARTICLE VIII

NCCW ANNUAL MEETING/PROVINCE BOARD

- SECTION 1 The NUDCCW shall be entitled to representation by the Diocesan President at the annual convention of the NCCW. Individual members and affiliated organizations must be current in their payment of dues to NCCW in order to exercise their right to vote or for individual members to serve as an Officer or Director of NCCW. Individual members shall each have one vote. Affiliate organizations shall each have two (2) votes.
- SECTION 2 The registration, travel and lodging expenses of the Diocesan President and Spiritual Advisor, attending the National Convention shall be paid by NUDCCW.
- SECTION 3 The Diocesan President, 1st Vice-President and immediate Past President or President-Elect shall represent the NUDCCW Board of Directors at meeting of the Province Board.

ARTICLE IX

OFFICERS

- SECTION 1 The officers of the NUDCCW shall be president, 1st vice-president, 2nd vice-president, 3rd vice-president, president-elect, secretary, treasurer, parliamentarian and historian.
- SECTION 2 In odd-numbered years, the president shall be elected at convention for a period of one (1) year as president-elect and two (2) years as president.
- SECTION 3 In even-numbered years, the 1st vice-president, the 3rd vice-president, and secretary shall be elected at convention and the historian will be appointed by the President for a period of (2) years.
- SECTION 4 In odd-numbered years, the treasurer and the 2nd vice-president shall be elected at convention for a period of two (2) years.
- SECTION 5 The Parliamentarian shall be appointed by the president, with no term limits.
- SECTION 6 All new officers shall take office at the close of the convention at which they are elected. The immediate past president is a member of the Board of Directors.
- SECTION 7 No officer or commission coordinator shall be eligible to more than two (2) consecutive terms in the same office, with the exception of the president who may not succeed herself and the parliamentarian (as noted in Section 5).
- SECTION 8 Special committee coordinators shall be appointed by the president, with no term limits.
- SECTION 9 At the November board meeting, the Board of Directors shall elect by ballot from within their membership, a nominating committee of three (3) members chosen from six (6) nominees from the floor.

- A. This committee shall meet with the past president and the diocesan spiritual advisor prior to selecting nominees for the offices to be filled.
- B. It shall be the duty of the committee to nominate a candidate for each elective office to be filled in the appropriate year. The names of candidates to be nominated must be approved by the Diocesan Bishop prior to their submission as candidates. The committee shall report to the Board of Directors at the pre-convention board meeting and to the membership at the annual convention.
- C. This committee is authorized to work by mail and/or email if necessary.
- D. The consent of each candidate must be obtained before her name is placed in nomination.
- E. Additional nominations may be made by voting delegates from the floor provided the consent of the candidate and the Diocesan Bishop has been obtained.

SECTION 10 Vacancies in office, commission or special committees may be filled by the president and executive committee for the completion of the unexpired term, with the exception of the office of president-elect. Vacancies in the office of president-elect shall be filled by election of a president at the next annual convention.

ARTICLE X

DUTIES OF OFFICERS

- SECTION 1 The President shall preside at all meetings of NUDCCW. She shall appoint all special committees and shall be an ex-officio member of all commission and special committees, except the auditing and nominating committees. She shall perform all other duties pertaining to the office.
- SECTION 2 The 1st vice-president shall perform the duties of the president in her absence and shall promote the programs of the NUDCCW. She shall fill the vacancy of the office of president, should it arise, for the completion of the remaining term. The 2nd & 3rd vice-presidents shall perform the duties assigned to her by the President. The 2nd vice-president shall perform the duties of the president in the absence of the President and 1st vice-president. The 3rd vice-president shall perform the duties of the president in the absence of the President, 1st vice-president, and 2nd vice-president.
- SECTION 3 The president-elect shall attend the necessary national, provincial, diocesan and Deanery meetings and events to familiarize herself with the work of the DCCW. She shall appoint her necessary officers and coordinators prior to becoming president.
- SECTION 4 The secretary shall keep a correct record of all meetings of the NUDCCW, the Board of Directors and the executive committee. Minutes shall be recorded as a permanent record.
- SECTION 5 The treasurer, bonded by the Diocesan Council, shall keep a correct list of affiliated organizations and individuals, receive all Monies of the Diocesan Council, keep accurate record of all receipts and disbursements and shall expend no money without a signed order by the president. The treasurer shall deposit all Monies in a bank approved by the Board of Directors, shall present a copy of account statements to each board member at each regular board meeting and a full report at the annual convention. The treasurer shall be responsible for making sure another diocesan officer's name is on all accounts.

SECTION 6 The parliamentarian shall advise the membership and Board of Directors on questions of parliamentary law, matters of procedures and implementation of the by-laws.

SECTION 7 The historian shall collect and preserve documents relating to the history of NUDCCW. She shall briefly record events and developments pertaining to the NUDCCW. She shall display these documents at the annual convention.

ARTICLE XI

BOARD OF DIRECTORS

SECTION 1 The Board of Directors of the NUDCCW shall consist of:

Voting Members:

1. All diocesan officers, elected and appointed.
2. The immediate past president.
3. Diocesan commission and special committee coordinators.
4. Deanery president, president elect and vice president limited to two votes per deanery
5. Province director province director elect or national officer, if living in the New Ulm Diocese.
6. National commission coordinators, if living in the New Ulm Diocese.

Non-Voting members

1. Ordinary of the Diocese
2. Diocesan spiritual advisor
3. Deanery spiritual advisors
4. Commission and special committee spiritual advisors
5. Representatives of any national or state affiliated organization, if living in the New Ulm Diocese.
6. Past Diocesan presidents

SECTION 2 Regular meeting of the Board of Directors shall be held immediately before and after each annual convention and quarterly thereafter. Special meetings may be called by the president or upon written request of five (5) members of the Board of Directors. Three (3) day prior notice, unless in an emergency, shall be given for a special meeting.

SECTION 3 Ten (10) voting members of the Board of Directors shall constitute a quorum.

SECTION 4 The Board of Directors shall have jurisdiction over all matters relating to the management of all affairs of the organization between annual meetings.

SECTION 5 Non-attendance of a member of the Board of Directors for three (3) regular meetings, without sufficient reason, shall be equivalent to the resignation and the vacancy may be filled by appointment.

SECTION 6 Each officer and coordinator shall, upon expiration of her term of office, or within thirty (30) days thereafter, turn over to her successor all books, papers and property pertaining to the office.

ARTICLE XII

EXECUTIVE COMMITTEE

- SECTION 1 The Board of Directors, at the first meeting following the annual election of officers, shall elect two (2) of its members by ballot to serve with the president, diocesan spiritual advisor, 1st vice-president, president -elect, secretary, treasurer, parliamentarian, and the immediate past president, as the Executive Committee.
- SECTION 2 The executive Committee shall have authority to perform the duties of the Board of Directors between regularly scheduled meetings provided the action of the committee shall not conflict with the by-laws and policies of the organization. Authorized expenditures may not exceed one hundred dollars (\$100.00).
- SECTION 3 The Executive Committee shall meet at the call of the president or upon request of five (5) members of the Executive Committee. Five (5) members shall constitute a quorum. A complete report shall be made at the next regular meeting of the Board of Directors.

ARTICLE XIII

ORGANIZATIONAL SYSTEM

- SECTION 1 The NUDCCW shall follow the commission system of the NCCW:
- A. Spirituality Commission
 - B. Leadership Commission
 - C. Service Commission
- SECTION 2 The Scholarship, Reverence Life, Legislation and Resource Development Committees shall be special committees.
- SECTION 3 Commission coordinators shall be appointed by the president, with approval of the diocesan spiritual advisor, for up to 2 two-year terms.
- SECTION 4 Special Committee coordinators shall be appointed by the president, with approval of the diocesan spiritual advisor, with no term limits.
- SECTION 5 The Commission and special committee coordinators except the Resource Development Committee may utilize vice-coordinators for the various divisions within their work. Vice-coordinators report directly to the coordinators and are not members of the Board of Directors
- SECTION 6 Commission and special committee coordinators shall present plans of work to the Board of Directors.
- SECTION 7 The president shall recommend, for appointment by the Bishop, a CCW representative to the New Ulm Diocesan Finance Council, the New Ulm Diocesan Pastoral Council, and to any other

diocesan committees as requested by the Bishop.

ARTICLE XIV
FINANCE COMMITTEE

SECTION 1 A finance committee shall be appointed by the president. The treasurer shall be the chairperson of this committee.

SECTION 2 The duties of the finance committee shall be:

- A. To develop a plan to secure and apportion funds for the year.
- B. To present this budget to the Board of Directors, for adoption, at the November board meeting.

ARTICLE XV
AUDITING COMMITTEE

SECTION 1 The president shall appoint, at the February board meeting, a three (3) member auditing committee, not to include the treasurer. The audit shall be accomplished after March thirty-first (31) and report shall be given at the annual convention.

ARTICLE XVI
RULES OF ORDER

SECTION 1 Robert's Rule of Order, current edition, shall be the authority of parliamentary procedures for all meetings in all cases in which they are consistent with the rules and regulations of the NUDCCW.

ARTICLE XVII
AMENDMENTS

SECTION 1 These By-laws may be amended or repealed, or new By-laws may be made and adopted by the Board of Directors at any annual, regular or special meeting of the Board at which a quorum is present upon a two-thirds vote or by the unanimous written consent of all the Board of Directors.

Adopted by Board on November 3, 2018